

# INFORMATION BULLETIN

## WELFARE-TO-WORK

Number: WtWB02-6

Date: March 19, 2002

Expiration Date: 6/30/02  
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TO: WELFARE-TO-WORK COMMUNITY

SUBJECT: QUARTERLY REPORTING REQUIREMENTS FOR PERIOD ENDING  
MARCH 31, 2002

The purpose of this information bulletin is to provide the Welfare-to-Work (WtW) financial reporting instructions and due dates for the submission of the WtW Summary of Expenditures reports for WtW funds.

All WtW reports for the period ending March 31, 2002, are due to the Financial Management Unit (FMU) no later than, April 20, 2002. The WtW Summary of Expenditures reports must be submitted by program year and must reflect cumulative data for each subgrant in which WtW funds were provided.

Expenditures must be reported by Year of Allocation (YOA) and Grant Code (GC), e.g., 800 and 801, on separate WtW Summary of Expenditures reports. To better assist the quarterly expenditure reporting process, a list which identifies the YOA and corresponding GCs is provided below:

YOA	GC
97	800, 805, 806, 815
99	801, 807, 808, 815

Subgrantees with access to the Job Training Automation (JTA) system are required to transmit the quarterly financial reports in electronic format (direct transmission). Direct transmission of required reports is due no later than close of business April 20, 2002.

Subgrantees without access to the JTA system must submit signed quarterly financial reports by mail or fax no later than close of business April 20, 2002. Faxed reports are to be directed to Martha Overman, WtW Financial Management Unit, at (916) 654-9586. A WtW Directive WtWD02-2 with the *WtW Summary of Expenditures Form and Line-Item Instructions* is available as an attachment at the end of this bulletin.

### **SPECIAL REQUIREMENTS – State Approved Local Training (SALT) Funds:**

As previously stated in Information Bulletin [WtWB02-2](#), *QUARTERLY REPORTING REQUIREMENTS FOR PERIOD ENDING DECEMBER 31, 2001*, dated January 11, 2002, all SALT (GC 815) funds ended as of January 31, 2001. Therefore the State is

continuing to require **all** subgrantees with SALT funds not yet closed to close this grant code immediately. Closeout documentation for SALT funds **must** contain:

- A completed Closeout Status of Cash form,
- A signed hard copy of the Closeout Expenditure Report for SALT funds, and if applicable,
- A check made out to EDD (Employment Development Department) for any funds drawn but not spent.

Closeout packages for SALT funds are due to the FMU by March 31, 2002. Closeout documentation must be mailed to:

Martha Overman  
Welfare-to-Work Closeout Desk  
Financial Management Unit, MIC 69  
Employment Development Department  
P.O. Box 826880  
Sacramento, CA 94280-0001

Questions with regard to reporting or closeout issues or this bulletin should be directed to Martha Overman at (916) 657-2744.

/S/ JIM CURTIS  
Chief

Attachments are available on the Internet:

1. [WtW Summary of Expenditures Form and Line-Item Requirements](#)
2. [WtW Grant Program Closeout Guide](#)